

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This was not an easy decision to make, and I am grateful for the opportunities I have had during my time at [Company Name]. I appreciate the support and guidance provided to me and the valuable experiences I have gained.

I am committed to ensuring a smooth transition, and I will do everything possible to wrap up my duties and train my successor during my remaining time.

Thank you once again for everything. I look forward to staying in touch, and I wish [Company Name] continued success in the future.

Sincerely,  
[Your Name]